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ABSTRACT

Methods for conducting peer voter registration of high school students cover establishing a permanent voter registration committee and identifying and registering eligible students. The permanent voter registration committee, made up of student body representatives, class representatives, and selected teachers, guarantees comprehensive registration of students. Ad hoc committees include research, publicity, finance, and advisory organizations. Methods for identifying eligible voters involve distributing student questionnaires and maintaining up-to-date files. Three registration procedures are on-site registration during school hours, transportation of students to registration sites during school hours, or transporting students to be registered after school hours. Additional information on student poll watchers, working with the board of elections, statutes concerning voter eligibility, absentee ballots, and a voter registration campaign calendar are provided. Sample forms include yearly political facts, community voter identification, voter registration, candidate questionnaire, election profile, community organizations, voting district chairmen, and a volunteer list. (KC)

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HIGH SCHOOL VOTER REGISTRATION

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Institute for Political/Legal Education

HIGH SCHOOL VOTER REGISTRATION

The Institute for Political and Legal Education was developed through the cooperative efforts of the Institute staff, educators in local New Jersey districts, and the staff of the Office of Program Development, Division of Research, Planning, and Evaluation/Field Services, the Department of Education, State of New Jersey. The political and legal materials were developed between 1971 and 1974 with funding from the Elementary and Secondary Education Act, Title III.

In 1974, the political education program was validated as successful, cost-effective, and exportable by the standards and guidelines of the United States Office of Education. As a result, the program is now funded through ESEA, Tile III as a demonstration site to provide dissemination materials and services to interested educators.

IPLE 4

HIGH SCHOOL VOTER REGISTRATION

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CONDUCTING A HIGH SCHOOL VOTER REGISTRATION DRIVE

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INTRODUCTION

A DEMAND FOR ACTION

A new constituency has been created in America as a result of the recently enacted 26th Constitutional Amendment lowering the voting age to eighteen. Yet there is no guarantee that young people will use their new voting rights. In many states and cities, registration of the newly enfranchised voters has been impeded by moods of apathy or disenchantment in the student community, by the inconvenience of registration procedures, by confusing residency requirements, or by unresponsive public officials. How well these obstacles are overcome will depend on the organizational knowhow, commitment and resources that can be mobilized to do the job, and on the issues to motivate high participation.

The cause of registering high school students in New Jersey has been furthered by a far-sighted State Department of Education and many local school officials. The Institute for Political and Legal Education, a broadly conceived education and internship project in the social and political sciences in a number of New Jersey high schools and colleges, was given a special charge to help establish in each high school, both public and private, a Permanent Voter Registration Committee.

This manual had been prepared to help high school students and young people register their peers. To date, much of the interest and activity in youth registration has been focused on one sector of the nation's youth population -- and a minority at that -- the college students, especially those at the larger, four-year colleges. Of the 11.5 million people between the ages of eighteen and twenty-one only approximately four million are enrolled in institutions of higher learning. The rest are at work in the nation's factories and offices, are in high schools or vocational schools, are members of the Armed Forces, are housewives, or are looking for jobs.

Just as there is a silent majority, a real majority, or a middle American in our general population, there is also such a group among our youth. These "invisible youth" have not attracted the attention of the media, or of social agencies, or of those in political life who are searching for a potential voting bloc. Yet in many respects, their involvement in the process of democracy needs and deserves more encouragement than that of their college peers. They are generally less socially

motivated and informed than college youth, and consequently are less likely to register, to vote, and to otherwise participate on their own.

Young people with some college education vote in about the same proportions as their elders (75 percent) while only 33 percent of those with no college background actually vote. The merit of a permanent and comprehensive voter registration and voter education program is that it reaches the broadest group of young people. The success of this goal is hinged on the devotion and work put forth by those who believe that we must make democracy work for everyone.

This is not intended as a complete manual, but as a series of tips and suggestions to consider in running a high school (and community) campaign. Registration and political education projects can be as varied and as intensive as you have the manpower and ability to handle. If you are interested, you can get additional help in organizing your projects by contacting the Institute for Political and Legal Education, Box 426, Glassboro-Woodbury Road, Pitman, New Jersey 08071, or any of the other groups mentioned in the context of this manual.

I. THE PERMANENT VOTER REGISTRATION COMMITTEE (PVRC)

In order to conduct a voter registration-voter education effort in a high school, or anywhere else, you need an organization that can delegate responsibilities. There are many ways to provide a good base for an effective high school registration program. The Institute for Political and Legal Education suggests that high schools follow a system which will guarantee a permanent and a comprehensive registration of eligible students.

The best way to be certain your effort is permanent is to educate younger students on the purpose of the program. Make sure you include sophomores and juniors on each committee. You should also have a teacher serve as a member of the Committee. He or she will probably be in your school longer than any one student and can make sure the Committee begins operation each September, in case the students involved have moved or changed schools. A Permanent Voter Registration Committee (PVRC) is one which is the most stable in its organization.

All groups in the school, or the community, must be considered in conducting a comprehensive voter registration-education project. Ethnic or racial groups must not be excluded from any drive. The same consideration must be given to those students who are in the vocational programs, the commercial programs, or the general academic programs of your high school. If the Committee ignores certain groups within the school, it jeopardizes the continuation of these electoral activities for everyone. Registration is a neutral function. Partisan politics should be left to the separate groups who are concerned directly with partisan politics. There is no reason why various partisan groups should not participate on the Committee, in fact the reverse is true. The purpose of the Committee is to make sure everyone can vote, and to help those who can vote know what the problems and issues are.

It is suggested that the PVRC be made up of:

A. The president of the student body or his/her representative.
B. Representatives from the sophomore, junior, and senior classes, selected by the class advisors and approved by class officers.
C. The chairman of the social studies department or a designate.
D. A designate of the teachers union or association.

A Committee constructed in this way is small (six people) and can provide a certain degree of continuity from one year to the next. They are responsible for overall coordination of the program and can designate the following ad hoc committees which will be needed for the registration or get-out-the-vote drive: Research Committee, Volunteer Committee, Publicity Committee, and Finance Committee.

THE AD HOC COMMITTEES

The Research Committee has the purpose of accumulating the necessary information for registration drive assemblies, surveys, or political analyses. The head of this committee is appointed by the Permanent Committee and selects the number of members he/she feels is needed (usually two or three persons). The head of this committee can be a member of the Permanent Committee (as in the case for all the ad hoc committees). The duties of the Research Committee are to:

--Obtain the facts about voter registration procedures in your county. See Appendix A.
--Disseminate these facts to other PVRC members.
--Identify the unregistered voters by means of a survey or records check. See Appendix B, B^1.
--Identify the election dates and candidates running for office. See Appendix C, C^1.
--Where necessary, obtain maps, target areas, changes in election districts and other data relevant to a community registration project (if this is an activity of the committee). See Appendix D, D^1, D^2, D^3.
--Obtain a permanent campaign headquarters in the school (room, office, filing cabinet in a classroom, etc.)

The Volunteer Committee is probably the most important committee and demands the most organization. It can be appointed in the same way as the Research Committee. A successful drive will take a large list of individuals who can be called upon. Do not expect everyone to be able to help on any one day. Figure out what percentage of your list of volunteers will be able to show when needed (usually one-fifth to one-third). Be sure you attempt to use the existing organizations in your school (student council, class government) for enlisting interested student volunteers. It will save time and also bring together people for a common purpose. The duties of the Volunteer Committee will be to:

--Compile a list of volunteers by passing out sign-up sheets in homerooms or at tables, or by asking school organizations to contribute members. As the drive develops, keep file cards on volunteers with names, phone numbers, class, homeroom, addresses, special skills, and a record of service to the committee. (See Appendix E, E1.)
--Brief the volunteers as to the purpose of voter registration and basic electoral participation, using the material provided by the Research Committee.
--Give assignments to volunteers clearly. It might be advisable to write assignments on a card and hand it to the volunteer, checking to see whetner there are any questions or problems.
--Organize volunteers for community political parties or organizations if your PVRC chooses to do so. (See Appendix F)
--Provide something for the volunteers in return for their work--a party, an award, a notice in the newspaper. Above all, they must be given a sense of recognition for their work.

The Publicity Committee will be formed like the other committees. Make sure that the persons serving on this committee have special ability in writing, art work, speaking, and the like. The job is more than public relations: it is public education and must be looked at in this way. The duties of the committee are to:

--Make preliminary contacts with the media to facilitate promotion of the voter participation campaign.
--Decide on appropriate publicity tactics, such as posters, ads, public service announcements, news releases, etc.
--Prepare such necessary materials as handouts, news releases, spot announcements. (See Appendix G.)
--Organize poster contests, debates, or discussions which will help to explain topical issues of the campaign. A "Hyde Park" debate in the lunch room or commons may attract attention and stimulate excitement over the purposes of registration and electoral participation. Raise those issues which are felt not only by young people but by adults in the community as well: jobs, decent education, a clean environment, integration, a just and lasting peace. That way you can help create understanding and a sense of hope about building an educated majority for social change. Be sure to shape the issues to the campaigns at hand. (See Appendix G1).

The Finance Committee is probably the most neglected. It is necessary to establish a secure financial base so that you can plan and carry out what you want to do. If you cannot accumulate the materials necessary for a registration drive, it is not going to be very effective. Of course, you must develop your own system. Do not hesitate to seek the advice of business students. They may be able to help as part of a class project. The duties of the Finance Committee are to:

--Outline and execute fund-raising strategies such as showing movies, washing cars, rock concerts, etc.
--Solicit donations.
--Allocate funds to other Ad Hoc Committees.

This is a suggestion for a Permanent Voter Registration Committee and its four ad hoc committees. You might also want to add a fifth ad hoc committee for the purpose of developing relationships with community registration and participation organizations. The Permanent Committee itself may wish to coordinate this community outreach program. Many schools see such programs, when conducted within a strict educational context, as valid in gaining high school credit under the new educational mandates to this effect.

AN ADVISORY COMMITTEE

Some schools, especially those involved in their community, may wish to establish and Advisory Committee to the Permanent Voter Registration Committee. This committee would only act in support of the PVRC and not as a Board of Directors. They would provide information, literature, speakers, and organizational skills for the projects in which the PVRC involves itself. The Advisory Committee is especially valuable if there are any plans for community registration. This supportive committee will function best if it is formed after the PVRC is firmly established. The suggested organizations and people to be represented in this advisory capacity would be:

A. The Democratic municipal chairman or a representative.
B. The Republican municipal chairman or a representative.
C. A representative of the Board of Education.
D. A representative of the League of Women Voters.
E. A representative of labor unions.
F. A representative of Chamer of Commerce or Jaycees.
G. A representative of local government.
H. Representatives of ethnic organizations.
I. The principal of the high school.

With such a pool of organizations you will have information access to most sectors of your community. It might be a good idea to set aside one or two days during the year when the Advisory Committee meets as a group with the PVRC. At such meetings a discussion of community resources for school assemblies and classes might be discussed, along with projects for which the high school students could supply volunteers.

REMEMBER THESE THINGS

--The PVRC and its ad hoc committees should have designated meeting dates, times and places.

--A central information board should be set up in the school.

--A central file of volunteers and eligible and registered voters should be maintained.

--Publicize your activities. The local newspapers, radio and television stations will be happy to say something positive about your school.

--Make sure the students in your school know where and how to register and vote.

--Keep the Board of Elections informed of your activities. They will appreciate your interest in their function.

--APPLY FOR ON-SITE REGISTRATION AT YOUR SCHOOL AT LEAST SIX WEEKS BEFORE IT IS NEEDED.

--MAKE SURE THAT EVERYONE WHO IS REGISTERED VOTES ON ELECTION DAY.

--MAKE SURE YOU PLAN EARLY TO REGISTER ALL SENIORS BEFORE THEY GRADUATE.

By doing the above in a concerted way, a permanent voter participation project will be on its way to efficient and successful operation in your school. You will find that time will be a great teacher for students, faculty, and administration. You will also be training next year's student leaders and faculty organizers. Only by this kind of cooperative participation in our political processes can we help Make Democracy Work.

II. IDENTIFYING ELIGIBLE VOTERS

USING THE ELIGIBLE STUDENT SURVEY FORM

The purpose of the voter registration questionnaire is to provide a means by which you can see your progress, focus your energies for registration activities and election day. To register a person you must know who he is. Once he registers you know whom you must get out to vote.

The questionnaire should be distributed and collected in the homeroom, preferably by student homeroom representatives. (Where this is not possible select a time and go to each class.) It takes only a few minutes to finish. To make sure that it gets done properly, it would probably be best to have the class representatives organized to do this. It will also get persons involved who will be needed during the drives at registration and voting times. Spread the duties but make sure they get done. Have a check list of the homerooms to make sure they return their survey forms. It should be filed right away so your plans can be made. (See Appendix H)

You should start out with two files, those who have indicated that they are already registered and those who are not. Both should be filed according to their homeroom so that you will know where a certain person is during at least one period out of the day.

Within the unregistered file one should also separate out those who will be eligible for each of the upcoming elections. For example, those who will be eligible for the school board elections will be at the front of the file, the next section will include those who will be eligible for the primaries, and the last section will include all those who will be eligible for the November elections. The goal of your committee is to empty each one of the sections as the elections come due so that by the end of the Spring semester your unregistered file will be empty and the registered file will be full.

You must also plan your strategy for the following Fall, at least in a general way, before you leave for the summer.

If you decide to involve the committee in community activities, you will have to modify your technique for establishing who is and who is not registered. The section on community registration will help you with these questions. But always remember - make sure you are organized in your school before you do anything else. If you are, your outside activities will be more beneficial to the community. If you can not organize yourself then you are probably not going to help anyone else that much either. You are not an organization autonomous to the school; for this committee the school is your base. (See Appendix I)

INSITUTE FOR POLITICAL AND LEGAL EDUCATION

Voter Registration Questionnaire

Name_____Grade_____H.R._____

H.R. Teacher_____Will you volunteer to help register and educate others?
Yes___ No___

Birthdate_____
(Month) (Day) (Year)

Phone_____ Address_____

_____

Please Answer Yes or No

1. Have you registered yet (if 18)? _____

2. Will you be 18 by _____(date of School Board election, if applicable)?

_____

3. Will you be 18 by _____(date of Primary, if applicable)?

_____

4. Will you be 18 by _____(date of General Election, if applicable)?

_____

III. REGISTERING ELIGIBLE VOTING STUDENTS

Once eligible voting students are identified, you are ready for the procedure of Voter Registration. Basically, there are three (3) recommended methods of doing high school Voter Registration. They are as follows with number (1) being the most desirable to use.

1) On-Site Registration During School Hours:

This means that a representative of the County Board of Elections, the Municipal Clerk, or a legally designated registrar (such as a member of the League of Women Voters or an 18-year old student) actually registers students in school during school time.

This is the preferred method for achieving a successful high school registration drive. To secure this method, you must usually:

A. Apply several months in advance to the County Board of Elections for on-site approval, and

B. Have the approval of the school administration and Board of Education.

2) Transporting Students During School Time to County Board of Elections or Municipal Clerk to be Registered:

If election officials are opposed to on-site registration or it is not feasible due to a lack of time, you might consider having eligible voters transported by school bus or car to be registered at the County Board of Elections or Municipal Clerk's office with the guidance of an administrator or faculty member.

3) Transporting Students to be Registered After School Hours:

If you are unable to secure cooperation from election or school officials for on-site registration or transportation, it is still possible to organize student car pools after school for this purpose.

However, experience has shown that in a majority of cases, the two previously outlined and preferred methods have been accepted and successfully used as school projects.

IV. STUDENT POLL WATCHERS AND WORKING WITH THE BOARD OF ELECTIONS

On election days there are generally opportunities for students to be present at the polling place for extended periods of time. A project of the PERMANENT VOTER REGISTRATION COMMITTEE might be to recruit classmates to be poll watchers or challengers.

Challengers are appointed by the Chairmen of the political parties of the county in which you live or, in local elections, the Challenger is appointed by the Municipal Chairman. An independent candidate may also have the right to have challengers present at each polling place. Thus the PERMANENT VOTER REGISTRATION COMMITTEE will have to contact the appropriate persons in time for them to approve a student for the position. Each polling place is entitled to two challengers from each party or independent candidate. The party must file their applications for challengers no later than the second Tuesday preceding the election so arrangements must be made at a relatively early date.

An ideal-typical challenger will follow this schedule.

SAMPLE ELECTION DAY FOR POLL WORKER

One-half hour before polls open...

Identify yourself to the appropriate official as a member of the Party you are representing. Present your credentials. Be sure you are at the correct location. Check the arrangement of the poll and its equipment. Call any errors to the attention of the Manager. If there are voting machines, check to see that they are set at zero. If there is a ballot box, see that it is empty and locked before voting begins. Wear your identification at all times. Make sure you know the persons with whom you are working and know how to contact Party Headquarters quickly.

As the polls open...

1. Verify the voter's identity.
2. Insure that the voter is qualified to vote at the polling place by using your list of eligible voters.
3. See that the voter goes directly to voting booth and enters alone. See that the voter in booth speaks only to those authorized to speak to him or her.

4. See that the voter does not take too much time -- 3 minutes for machine and 5 minutes for paper ballot. Do not make an issue over this unless something is ooviously wrong.

5. After the voter votes, he or she must leave and not re-enter the polling place until after the polls close. Watch this because it is commonly violated.

6. On machines check from time to time to see that number of votes cast equals the names on the poll list.

As the polls close...

7. See that all those in or at polling place before closing time are permitted to vote.

8. Observe the ballot counting process, challenging according to your previous instructions.

9. Contact your Party Headquarters before going home. They will want to know the results.

HOW TO WORK WITH THE BOARD OF ELECTIONS

To run an effective voter registration campaign you must get the cooperation of the County Board of Elections. There are four appointed members of the Board, two Democrats and two Republicans. In some counties, the Election Boards are open to requests for cooperation in registration plans which incorporate on-site registration; other counties will need some ground work. Each county will be different. The discretionary powers of the Boards are great and there is little cooperation or general policy setting among them--except for a bi-annual meeting of the County Board of Elections Association.

Remember that these people are not usually used to dealing with schools or young people. They deal primarily with the political parties and the League of Women Voters. The school should use its position as a fellow agent of the government to elicit cooperation. The principal of the school should be approached as a person who will break the ice for you. Several telephone calls by respected persons in the community might also help. Problems may develop if you rely on only one or two persons, especially if they are connected with a political party.

Be polite. Do not get upset by bureaucracies. Start early to get your school designated as a site of Voter Registration. You must request it a minimum of 13 days before you want it. However, it is recommended that you apply several months in advance - as you cannot schedule events until you have a confirmed date.

An area in which most Election Boards are more cooperative is that of getting voting machines for demonstration purposes. Some counties will offer an entire program in registration and voting requirements. Usually you must write a formal letter of request for any help you want. This should be followed up by a telephone call.

All this may seem rather time-consuming. It may or may not be. Talk to your Board about any ideas you have for making things more efficient. Until there are changes in the organization and administration of our electoral system, this is what you must work with.

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V. FACTS ABOUT VOTER REGISTRATION AND VOTING

The following information is based on New Jersey Title 19 Revised Statutes. Students from states other than New Jersey should use this same outline as a guide for discovering the information which applies to their particular state. Contact Boards of Elections and/or the League of Women Voters in your community.

REGISTRATION

Who May Register

You must be:

1) A United States Citizen residing at the time you apply in the district in which you expect to vote;
2) 18 years old or more at the time of the next Election;
3) A resident of New Jersey and your county for 30 days by Election Day;
4) Neither an idiot nor insane nor disqualified as a criminal.

Resident college students attending college away from home may choose to register and vote in their college community or register in their home district and vote absentee.

How and Where

A. You can apply in person at the office of the County Board of Elections of your county or at the office of your Municipal Clerk, or call either office for information about specially designated places and hours for registration.

B. If you are chronically or incurably ill or totally incapacitated you may make written application to the County Board of Elections. Written application must be accompanied by a physician's affidavit. If unable to sign your name, you may make your mark.

C. Under New Jersey's comprehensive voter registration reform act signed into law in 1974, several new options were made available to facilitate registration of voters:

1) High School: On or before the last school day on which an eligible student may register to vote in a primary election, a registration drive must be conducted in each and every public and non-public high school.

2) Out of Office: In all communities of over 12,000 people, the Municipal Clerk must provide out-of-office registration facilities in the neighborhoods, perhaps even on a door-to-door basis.

3) Postcard: Any eligible voter in the state can register to vote on a postcard form, which, after having been witnessed by a registered voter, can be sent through the mail to the County Board (with no personal appearance at the office necessary).

When

You may register any time during office hours, but to be eligible to vote in a specific election you must register up to and including the thirtieth day preceding that election.

When to Reregister

Your registration remains in effect indefinitely unless you:

a) Become disqualified (see Who May Register above);
b) Fail to vote in primary or general election during four consecutive years;
c) Change your residence;
d) Change your name by marriage, divorce, or court decree.

In cases b, c, d, you must reregister as above, with the following modifications:

1) If you move within the county you may send notice by mail or in person;
2) If you move within the county during the 29 days preceding the election you may vote in that election district where you were formerly eligible to vote after signing an affidavit concerning your residence;
3) If you change your name within the 29 days preceding the election you may vote in that election by signing both your old and new names.

DETACH INSTRUCTION PANEL ALONG DOTTED LINE BEFORE MAILING FORM

VOTER REGISTRATION FORM

PLEASE PRINT OR TYPE

1 Name
LAST FIRST MIDDLE

2 Birth Date
MONTH DAY YEAR

3 Residence
STREET ADDRESS APT NO MUNICIPALITY

4 I have resided at the above address since
MONTH DAY YEAR COUNTY ZIP

5 Where did you last register to vote?
STREET ADDRESS APT NO MUNICIPALITY
COUNTY STATE ZIP

6 I am a native born naturalized (Strike one) citizen
I was naturalized
MONTH DAY YEAR MUNICIPALITY STATE

7 By the time of the next general election, I will be at least 18 years of age, I will be a citizen of the United States, and I will have resided in this State at least 30 days and in the county of ____. To the best of my knowledge and belief all the foregoing statements made by me are true and I understand that any false or fraudulent registration or attempted registration may subject me to a fine of up to $1,000.00 or imprisonment of up to 5 years, or both pursuant to R.S. 19:34-1
SIGNATURE OR MARK DATE

8 I, being a registered voter in ____ county in the State of New Jersey, witnessed the above signature or mark
SIGNATURE DATE
NAME (Please Print)
STREET ADDRESS MUNICIPALITY COUNTY ZIP

9 If the voter is unable to sign his or her name, the voter shall make his or her mark, which mark shall be witnessed. The signature, name and residence of the registered voter in the State of New Jersey who filled out this form are
SIGNATURE DATE
NAME (Please Print)
STREET ADDRESS MUNICIPALITY COUNTY ZIP

E-10-1-74

FOLD ALONG THIS LINE BEFORE SEALING

VOTER REGISTRATION FORM

PLEASE PRINT OR TYPE

1 Name
LAST FIRST MIDDLE

2 Birth Date
MONTH DAY YEAR

3 Residence
STREET ADDRESS APT NO MUNICIPALITY

4 I have resided at the above address since
MONTH DAY YEAR COUNTY ZIP

5 Where did you last register to vote?
STREET ADDRESS APT NO MUNICIPALITY
COUNTY STATE ZIP

6 I am a native born naturalized (Strike one) citizen
I was naturalized
MONTH DAY YEAR MUNICIPALITY STATE

7 By the time of the next general election, I will be at least 18 years of age, I will be a citizen of the United States, and I will have resided in this State at least 30 days and in the county of ____. To the best of my knowledge and belief all the foregoing statements made by me are true and I understand that any false or fraudulent registration or attempted registration may subject me to a fine of up to $1,000.00 or imprisonment of up to 5 years, or both pursuant to R.S. 19:34-1
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9 If the voter is unable to sign his or her name, the voter shall make his or her mark, which mark shall be witnessed. The signature, name and residence of the registered voter in the State of New Jersey who filled out this form are
SIGNATURE DATE
NAME (Please Print)
STREET ADDRESS MUNICIPALITY COUNTY ZIP

E-10-1-74

BEST COPY AVAILABLE

THIS FLAP IS GUMMED
JUST FOLD FORM IN HALF, MOISTEN THE GUMMED AREA AND SEAL

VOTING FACTS

Who May Vote

If you have complied with the registration requirements at the time of any election, you may vote. To be qualified to vote in a Primary Election, you must enroll as a Republican or Democrat at the polls on Primary Election day.

When and Where

The polling place in your election district and the hours when the polls will be open are shown in the sample ballot which is sent to each registered voter before the Primary and General Elections. You may also inquire at the Office where you registered.

How

You must vote in person in your home district unless you meet the provisions of the Absentee Voting Law. You must sign the signature register except under certain conditions.

In the General Election you need not vote a straight party ticket, but may indicate your choice for a particular office from any party's candidates (a split ticket). You need not vote a complete slate. In any election you may "write in" your own choice for a particular office in the slot or space provided.

However, in the Primary Election you may vote only for your party's candidates, but need not complete the slate.

PRIMARY ELECTION

The date of the Primary Election in New Jersey is at the discretion of the State Legislature. In the Primary, members of a political party nominate candidates of that party for the General Election and elect party county committeemen and committeewomen from each election district. In the years when a President of the U. S. is to be elected, the Primary Election will be held on the first TUESDAY in June to also elect delegates and alternates to the National Conventions of the political parties.

GENERAL ELECTION

The first TUESDAY after the first Monday in NOVEMBER is General Election Day.

ABSENTEE BALLOTS

Registered voters who expect to be out of the state on election day in November may apply for an absentee ballot and vote by mail. There are two categories of absentee ballots, one for civilians and another for military service. The requirements differ, so note them carefully.

A voter must apply for an absentee ballot not less than seven days before the election, in person or by mail to the county clerk for primary and general elections; school district clerk for school elections. Emergency provisions within the 7-day period, and until 3 p.m. the day before the election, provide that you may vote absentee in person at the office of the County Clerk. If you are ill or incapacitated, you may send someone as your messenger with written authorization to obtain your ballot and return it to the County Clerk's office. Ballot and instructions are mailed to the voter. Absentee ballots must reach the county election or school board office by the time the polls close on election day.

A registered voter may apply for a civilian absentee ballot if he or she is (1) to be out of the state on election day; (2) physically incapacitated (including blindness or pregnancy); (3) observing a religious holiday; or (4) a student away at school.

A Military Service Ballot may be used if the voter is qualified to vote, whether registered or not, and is (1) a person in the Military Service or his spouse or dependent; (2) a patient in a Verteran's Hospital; or (3) a civilian attached to or serving with the armed forces out of the State or his spouse or dependent residing with or accompanying him.

A friend or relative may make application for the serviceman by applying to the clerk in the serviceman's home county. The deadline of seven days for military service ballot applications may be waived. His serial number should be stated if applicable, home address, address to which the ballot should be sent, and the reason for the request.

No one receiving an Absentee Ballot shall be permitted to vote at his regular polling place.

VI. HOW TO DEVELOP A VOTER REGISTRATION CAMPAIGN CALENDAR

1. FILL IN THE KEY LEGALLY FIXED DATES. Using a calendar, fill in those dates which are fixed by statute and thereby represent a legal deadline for party activities. These dates include:

   _____ Candidate filing.
   _____ The registration dates for the primary and general elections.
   _____ Special ballot request and return deadlines.
   _____ Primary and general elections.

   These dates should be noted on the calendar in an especially outstanding manner, for example, circled or written in brightly colored ink.

2. FILL IN THE DATES RELATING TO THE ACTION PLAN. After the critical legally fixed dates are on the calendar, you should begin filling in the dates that relate to the Action Plan as follows:

   _____ Selective registration drive.
   _____ Organization meeting to explain PERMANENT VOTER REGISTRATION COMMITTEE.
   _____ Appointment of a candidate recruitment committee.
   _____ Completing organizational manpower recruitment.
   _____ Completing the appointment of "community contacts."
   _____ Appointment of the volunteers chairman.
   _____ Disseminating information and vote goals.
   _____ Voter identification drive.
   _____ Special ballot drive.
   _____ Recruiting and training voter turn-out personnel.
   _____ Ballot security program.
   _____ Official opening of campaign headquarters.
   _____ Approval of the annual budget.
   _____ Fund-raising programs.

3. DISSEMINATE THE CALENDAR TO YOUR ORGANIZATION. At the time that the members of your organization are exposed to the Voter Program, they should be given a copy of the yearly calendar. The calendar should be discussed in detail to assure everyone's understanding and acceptance of the schedule.

4. DEVELOP A METHOD FOR INSURING THE CALENDAR IS FOLLOWED. You should continuously review the calendar for revisions or additions. When a revision or an addition becomes necessary, see that each of your organization members receives a revised calendar immediately. Equally important is developing a system for following your key organization members to insure that they are meeting their responsibilities as spelled out on the calendar.

SAMPLE SCHEDULE DEADLINE CLAENDAR FOR HIGH SCHOOL REGISTRATION

September Registration - November Elections

September 8th

By this time you should have your first Organizational Meeting for the year. Plan the yearly survey according to the upcoming elections. Plan to register those (hopefully few) students who were not registered last spring. The first Organizational Meeting should include the following items on the agenda:

A. Meeting should include designated representatives (see Committee make-up notes)

B. Agree on Chairman - he or she will be responsible for keeping check on progress of Committee and calling all emergency meetings.

C. Make survey of eligible students (see special notes on this). Analyze and file.

D. Set up tentative Publicity and Research Committees.

E. Select date for on-site school registration and apply immediately.

September 11th

Student survey conducted in homerooms.

September 15th

By this date the ad hoc committees should have met for the October 6th registration deadline and for the Voter Education plan for the November election. This will be your biggest activity of the year.

September 25th - September 28th

Voter Registration conducted at High School.

SAMPLE CALENDAR SCHEDULE

SEPTEMBER

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7	8 BY THIS DATE Organizational Meeting	9
11 Student Survey for Upcoming Elections	12	13 Committee Meetings	14	15 Deadline for Committee Meetings	16
18	19	20 Publicity and Volunteers Active	21	22	23
25 In School Registration	26	27	28	29 To Election Educational Events	30
OCTOBER					
2	3	4	5	6	7 Last day to register for November Election

Note: Community canvassing and educational activities are not included in this sample calendar.

VII. APPENDIX - ADDITIONAL FACTS, FORMS AND POLITICAL RESOURCE LISTS

APPENDIX A

YEARLY POLITICAL FACTS FROM

At the beginning of each year, the committee should receive from its research committee a list of all elections which will occur during the school year. It should include the dates and registration deadlines so that your calendars can be approximated. Also included should be a list of any changes in the election laws or the redrawing of local or state boundaries for elective office. Have there been any changes in the voting sites? The list of present office holders should be updated to account for deaths, resignations, and appointments. For each election a space should be left where the names of the candidates can be added as they declare.

Changes in:

Voting Locations

Registration Requirements and Title 19 Statutes

Redistricting which affects your area

Election Dates:

1. Election Calendar

    a. Registration Deadline

    b. Offices to be contested
        (1) Democrats filing for each contest
        (2) Republicans filing for each contest
        (3) Independents filing for each contest

        (On each candidate it should be noted if he has returned the candidate questionnaire)

2. Same as above for 2nd Election

APPENDIX B

COMMUNITY VOTER IDENTIFICATION FORM

Name	Address	R	D	U	Eligible to Vote	Special Ballot	Volunteer	Comments

APPENDIX B[1]

VOTER REGISTRATION FORM

VOTER NAME	ADDRESS	TELEPHONE	PARTY	ELIGIBILITY	VOLUNTEER

APPENDIX C

CANDIDATES QUESTIONNAIRE

Name_____ _____Telephone_____

Address_____

Where you may be contacted_____

Occupation_____Employed By_____

Education_____

_____

National, State, and Community Associations, Clubs, etc._____

_____ _____

_____

Marital Status_____Spouse's Name_____

Childrens' Names_____

Your Age_____Personal Interests_____

Your Qualifications for running:

Statement of Reasons for running:

Questions of Interest to Students:
1.
2.
3.
4.
5.

APPENDIX C[1]

ELECTION PROFILE

Office	Candidates	Address	Phone	Party Affiliatio

APPENDIX D

COMMUNITY ORGANIZATIONS

Organization	No. Members	President	Phone No.	Special Contact	Phone No.

APPENDIX D[1]

VOTING DISTRICT CHAIRMEN

VOTING DISTRICT	NAME	ADDRESS	PHONE NUMBER

APPENDIX D2

COMMUNITY ORGANIZATIONS

Community Groups

League of Women Voters
Urban League
NAACP
PTA
Labor Unions

Church Groups
- All Denominations
- Council of Churches
- YMCA
- YWCA
- YMHA
- YWHA

Taxpayers Association
Coalition for Reordering of Priorities
Chamber of Commerce
A. Philip Randolph Institute

Student Groups

University Political Science Association
United Puerto Rican Students
Public Interest Research Group
Academic Activists Caucas
Student Action Committee
Student Union
Association of Student Governments
B'nai B'rith Young Adults
Catholic Youth Organization
NAACP Youth Council

Service & Fraternal Groups

Rotary
Kiwanis
Lions
Exchange
Jaycees
20/30
Optimists
Women's Club
Elks
Moose
Masons
Eagles
Knights of Columbus
Native Sons
S.A.S.
D.A.R.
AAUW
Business Prof. Women's Club
Workmen's Circle
Woman's Auxiliary of Local Unions
AAUP
College & University Service & Government Organizations

Military & Veterans Groups

American Legion
Navy League
Veterans of Foreign Wars
Naval Reserve
Amvets--Military Order of World Wars
Army Reserve
Marine Corps Reserve
Coast Guard League
Air Force Association
Medical Vets
Vietnam Vets Against the War

Special Groups

All nationality and ethnic community organizations

Senior Citizens' groups

APPENDIX D[3]

CONGRESSIONAL DISTRICT ANALYSIS

For The Research Committee

Secure the following:

1) Copies of state and local election laws
   Source: Secretary of State, County Clerk, or local Election Board

2) County maps showing latest precinct boundaries
   Source: County Clerk, local Election Board, or County Surveyor
   Cost: Varies from locality to locality

3) Registered voter totals and party registration totals by precinct for the last general election, if available; if not, use primary election returns.
   Source: County Clerk

4) By precinct, the most recent election returns for the following races: Presidential, Senatorial, Congressional, Gubernatorial, plus one state-wide party line race** or county party line** race.

5) Congressional District Data Book -- U. S. Department of Commerce
   Source: Superintendent of Documents (U.S. Government Printing Office)
   Cost: $4.75 -- Usually available at local libraries

6) The U. S. Census of Population 1970 -- U. S. Department of Commerce
   Source: Superintendent of Documents (U.S. Government Printing Office)
   Cost: $1.50 -- Usually available at local libraries

7) U. S. Census of Population and Housing -- 1970 Census tracts -- Order by metropolitan area, U. S. Department of Commerce
   Source: Superintendent of Documents (U.S. Government Printing Office)
   Cost: $.50

8) Congressional District Atlas -- U. S. Department of Census
   Source: Superintendent of Documents (U. S. Government Printing Office)
   Cost: $1.75

** An office for which voter usually votes his party preference.

9) Congressional Quarterly Census Analysis of Congressional Districts
Source: Available at local libraries

10) County and City Data Book
Source: Available at local libraries

Using these resources, you will be able to analyze the relative strengths and weaknesses of each ward and precinct. The demographic data on population density and age breakdown, ethnic and economic makeup will assist you in determining the areas where the most concentrated efforts are required. As a rule, registration and voting participation varies directly with income and education levels. The mobility rates should also be taken into account when choosing registration techniques and priorities.

With the political data that is available you can rank-order the precincts or voting districts according to:

a. Voting performance (high-yield, marginal, or low-yield for candidate or party) and
b. Voter turnout (percentage of registered voters casting ballots -- federal elections usually provide the surest gauge).

The high-yield/low turnout and, secondly, the marginal/higher turnout areas offer the best opportunities for concentrating one's time, money, and manpower.

Most politically-oriented registration programs are selective, emphasizing areas of anticipated candidate or party strength. Door-to-door canvassing allows for the most thorough and reliable system of selective registration. Saturation registration techniques are utilized in areas where there is a high concentration of new or unregistered voters, provided previous election or polling results are highly favorable.

NOTE: This outline was adopted from a resource paper by John Perkins of AFL-CIO COPE for a Youth Vote Conference co-sponsored by Frontlash and the A. Philip Randolph Institute.

APPENDIX E

VOLUNTEER WORKER LIST

Home Room	Name	Address	Phone No.

43

APPENDIX E[1]

VOLUNTEER APPLICATION

Name _____ Telephone _____

Address _____

Age _____

Volunteer has the ability to assist in:

___ Clerical
___ Research
___ Publicity
___ Finance
___ Available on Election Day
from _____ to _____

___ Canvassing
___ Registration
___ Transportation
___ Other _____

Available during the following days of the week from _____ to _____.

Monday: from _____ to _____
Tuesday: from _____ to _____
Wednesday: from _____ to _____
Thursday: from _____ to _____
Friday: from _____ to _____
Saturday: from _____ to _____
Sunday: from _____ to _____

Comments: _____

APPENDIX F

ESTIMATED VOLUNTEER NEEDS

Job	Number Required	Date Required	Date Trained
School Registration			
Survey Team			
"Clean-Up" Squads			
Publicity Workers			
Researchers			
Community Voter Identification			
Class Workers			
Telephoners			
Community Relations			
Community Registration			
Telephoners			
Drivers			
Babysitters			
Community Voter Turn-Out			
Telephoners			
Drivers			
Babysitters			
Checkers			
Runners			
Ballot Security			
Poll Watchers			
Headquarters Staff			
Election Officials			

APPENDIX G

PRESS RELEASE PRINCIPLES

The following criteria is suggested for formulating and distributing news releases:

1. State the main factual material or lead in the opening paragraph with elaboration following immediately.
2. Utilize familiar words.
3. Use short, condensed sentence structure.
4. Avoid useless wording, but remain accurate, factual, truthful and complete.
5. Be objective, stating quantitative and qualitative material, plus avoid unnecessary adjectives.
6. Write in the third person, avoiding technical jargon, and observe active voice.
7. Identify individuals with their full name and position especially when attributing quotes.
8. Use 8 1/2" x 11" white paper; type on one side (double spaced with ample margins); place name, address, and phone number of sender at top left side; place date sent and release date.
9. Indent paragraphs at least five spaces, leaving at least two inches at the top for headlining.
10. Never divide a paragraph when proceeding to the next page - single space.
11. Place "more" at the bottom of each non-final page and "30" or "###" on the last page.
12. Write "add" plus one less than the page number on each additional page, in conjunction with a word or phrase (slug) at the top for identification purposes.
13. Write "OK" or "cq" above names or unusual spellings to indicate they are correct.
14. Accept the inevitable fact that the original article will not appear as it was constructed due to editorial alterations.
15. Remember that photograph captions should be concise noting the names and positions of the pictured individuals. Photographs enhance a publication, if selected carefully.

APPENDIX G[1]

EDUCATION ON THE ISSUES

Clever advertising campaigns or moralistic good citizenship appeals will not move the less politically motivated younger voters. They need to be shown through concrete examples how the political process affects their well-being and their future. And they must be brought face to face with the means to register.

Try to emphasize issues with a broad appeal to young people, not those which polarize young workers and students or reinforce stereotypes of "the youth cult." Most young people are concerned about the kind of community they live in and want to know that their views count. But unless they participate in elections the government is likely to treat them as nonentities.

Finally, it is essential that all voter education literature and media appeals contain not only exhortation, but also specific information on the date, time and place for registering to vote.

Sample Poster Slogans

YOU WON IT - NOW USE IT — REGISTER AND VOTE

VOTING IS BEAUTIFUL — " " "

SPEAK FOR YOURSELF — " " "

BEAUTIFY AMERICA — " " "

SAVE OUR CITIES — " " "

MAKE DEMOCRACY WORK — " " "

THIS LAND IS YOUR LAND IF YOU — REGISTER AND VOTE

VOTE, BABY, VOTE!

REGISTER AND VOTE - THE JOB YOU SAVE MAY BE YOUR OWN!

VOTE FOR A CHANGE

APPENDIX H

ELIGIBLE VOTERS RUNNING LIST

NAMES Alphabetical Order	H.R.	CONTACTED	REGISTERED	NOT REGISTERED

APPENDIX I

SAMPLE COMMUNITY CANVASSING TIPS

* Introduce yourself and give the name of the Campaign your represent.

  "Hello, _____. I'm _____ and I'm working with the community voter registration drive. I came by to see whether you are registered to vote in the coming election. How many people in your house are 18 years old or over? Would you like to make an appointment for us to take you to register?" Etc.

* Make note of any services requested or questions asked which you can not answer.

* Ask each unregistered person to promise to register. Explain that registration is the only way they gain the right to vote in the upcoming elections. There will not be another chance after the deadline. (If you have a car, offer to drive them to the local registration site right then.)

* Be courteous and neat in appearance. Do not argue. Try to avoid lengthy discussions.

* Ring every doorbell and mark down all residents not at home or not on original walking list.

* Be on the lookout for residents who could help you in spreading the message on their block. Keep a list of the names of such people.

* Be sure to take enough literature to leave at every household. Bring change-of-address forms so that voters who have moved can be reinstated at their new address.

* Many people are ashamed to admit they do not vote and will insist that they are registered. If you know otherwise, do not act as if they are personally at fault. Simply explain that their name is not on the voting list and suggest that, to be certain, they go with you to the local registration location.

* Citizens in low-income neighborhoods are often suspicious of the paperwork involved in registration and have had nothing but unpleasant experiences with government agencies. Many will think you are a bill-collector. You must convince them that registration does not cost anything and can be done easily.

* The best time for canvassing is between 4:00 and 9:00 on weekdays, all day on Saturday or Sunday afternoon. Bad weather is an especially fine time to get a good reception. People will admire your commitment.